

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

13 September 1983

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Records Management Division

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SUBJECT: Weekly Report of Records Management Division
7-13 September 1983

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1. Chief, Records Management Division, assisted by [REDACTED] and [REDACTED] Information Technology Branch, briefed Harry Fitzwater on plans for The Records Information System. The briefing was intended to provide Mr. Fitzwater with an update on the progress of TRIS development. Mr. Fitzwater was favorably disposed toward the effort, but raised some question about further automation of the document control features of the system.

2. C/RMD, [REDACTED] C/RSB, and [REDACTED] RSB, met with Ken McDonald, the Agency Historian, to discuss the status of OSS records being held by NARS and at the Agency Archives and Records Center. The DCI has asked Mr. McDonald to determine if the restriction on public access to the records (prohibiting the release of records containing the names of OSS personnel without the approval of the individuals involved) is still needed. Mr. McDonald will be preparing a report for the DCI based on discussions with all parties involved, including the DO which is the executive agent for OSS records. RMD will be responsible for any transactions with the National Archives that would involve a change in the restriction or a further transfer of records.

3. [REDACTED] RSB, met with [REDACTED] and [REDACTED] of the Policy and Plans Group, Office of Data Processing, to discuss OIS information requirements for scheduling machine-readable records. The RSB representatives were provided with a current listing of all active ADP projects in the Agency and will receive later a listing of all the inactive projects. These listings and other information provided such as contact names will assist RSB in locating and scheduling collections of machine-readable files.

4. [REDACTED] Information Technology Branch, gave a presentation on TRIS at OTE's course on Records for Agency Personnel. It was the first briefing provided to a training class on TRIS and was well received. RMD personnel will be making similar presentations to future runnings of this course and others.

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5. Chief, RMD, attended a meeting of the Executive System, working Group of the Information Systems Board, and briefed the members on his interview with [] Associate Deputy Director for Administration. Other members provided feedback on their discussions with senior management officials in their directorates. The meeting was abbreviated because of sparse attendance and rescheduled for 15 September 1983.

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6. The Systems Development Section of ITB is continuing to survey component registries regarding their views on TRIS requirements. During this period, the members of the section visited 12 registries and began analyzing the data collected.

7. [] RSB, visited the Records Management Officer, ORD, [], to discuss a problem affecting ORD Registry operations. An ORD official is trying to clear some floor space in the ORD Media Center and would like the registry to assume the center's responsibility for distributing computer output to components in Rosslyn. [] advised [] on drafting a memorandum outlining the impact this function would have on registry, records management, and FOIA operations.

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8. [] RSB, assisted [] Office of Management and Budget, in arranging for the transfer of 8 boxes of OMB records to the Agency Archives and Records Center. This is in accordance with agreement made in July 1981 with NARS, OMB, and the Agency to store certain permanent records at AARC to preserve their confidentiality until they can be made available to NARS for accessioning.

9. [] also attended the September meeting of the Association for Federal Information Resources Management in which Lyman C. Dennis II, Deputy Project Manager, Task Force on ADP/Office Automation, reviewed the work of his group. Among its many findings, he cited that government computer hardware is obsolete, that there is considerable duplication in software applications among agencies, and that office automation is not being used to its fullest capabilities. His task Force made three recommendations to deal with these problems: appoint a Federal Information Resources Manager; assign an executive to this job with experience and training in information resources management; and establish an Information Steering Committee to assist in the procurement of ADP equipment.

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10. Records Center personnel performed the following activities during the week:

RAMS:	Made five additions, two changes, and four deletions.
ARCINS:	Keyed 1,376 entries from 12 jobs.
Requests:	Serviced 1,481 requests for records.
Special Courier Runs:	Two: one to DDO and one to the NSC.

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DDA/OIS/RMD, [] September 1983)

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